

Name, Address and Telephone Number of Attorney(s)	
Attorney for:	
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY</b> <input type="checkbox"/> 240 Church Street, P.O. Box 1819, Salinas, CA 93902 <input type="checkbox"/> 1200 Aguajito Road, Monterey, CA 93940	
Plaintiff:	Case Number:
Defendant:	<b>NATURE OF CASE</b> ( ) Personal Injury, Property Damage or Wrongful Death, involving Motor Vehicle. ( ) All other Personal Injury, etc. ( ) Eminent Domain ( ) Unlawful Detainer ( ) Other Civil (specify):
<b>AT-ISSUE MEMORANDUM, CERTIFICATE OF READINESS</b>	
<input type="checkbox"/> COUNTER AT-ISSUE MEMORANDUM	

1. I hereby represent to the court that all essential parties have
  - a. ☐ been served with process or appeared and this action is at issue as to all such parties.
  - b. ☐ not been served with process or appeared, and this action is not at issue as to all such parties.
  - c. ☐ filed a Case Management Report to this action.
2. My parties are ready and they desire to have the case set for trial. All discovery will be completed at least thirty days prior to trial except as may be allowed by order of court for good cause shown or as may be had by stipulation of the parties or through voluntary exchange of information, as provided in Rule 222 of the California Rules of Court.
3. I understand that this case will be set for trial without the necessity for further appearance; that the court will set long cause cases (more than one day) for trial not less than three months nor more than six months from the date of this At-Issue Memorandum, and set short cause cases (one day or less) not less than 45 days nor more than 90 days from the date of this At-Issue Memorandum. I certify that I will be available for the trial of this case during the time specified above except for those dates indicated below.
4. Calendaring information (ALL ITEMS MUST BE COMPLETED OR AT-ISSUE MEMORANDUM WILL NOT BE FILED).

	NO	YES		
Is a settlement conference requested?			Date complaint filed:	Does amount in controversy exceed \$25,000 <input type="checkbox"/> YES <input type="checkbox"/> NO
Is a jury demanded? (If yes, jury fee deposit must be received no less than 25 days before trial.)			Estimated time for trial:	
Is this action entitled to legal preference? If yes, give code section:			Dates NOT available for trial: (See #3 for guidelines)	

5. Attorney and any party unrepresented by an attorney (Item a must be completed for party filing):
  - a. Name and Address

- (1) Attorney appearing (name):
- (2) Telephone Number:
- (3) Representing ☐ Plaintiff/Petitioner  
☐ Defendant/Respondent  
☐ Cross-Complainant  
☐ Cross-Defendant

(continued on reverse side)

(Name):

b.
Name and Address

(1) Attorney appearing (name):  
(2) Telephone Number:  
(3) Representing ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Cross-Complainant ☐ Cross-Defendant  
(Name):

c.
Name and Address

(1) Attorney appearing (name):  
(2) Telephone Number:  
(3) Representing ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Cross-Complainant ☐ Cross-Defendant  
(Name):

d.
Name and Address

(1) Attorney appearing (name):  
(2) Telephone Number:  
(3) Representing ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Cross-Complainant ☐ Cross-Defendant  
(Name):

e.
Name and Address

(1) Attorney appearing (name):  
(2) Telephone Number:  
(3) Representing ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Cross-Complainant ☐ Cross-Defendant  
(Name):

I declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed on (date) \_\_\_\_\_, at \_\_\_\_\_, California.

\_\_\_\_\_

\_\_\_\_\_

Type or print name

Signature

ANY PARTY NOT IN AGREEMENT WITH THE INFORMATION, ESTIMATES OR THE STATEMENT THAT ALL ESSENTIAL PARTIES HAVE BEEN SERVED WITH PROCESS OR HAVE APPEARED IN THIS ACTION AND THAT THE ACTION IS AT ISSUE AS TO ALL SUCH PARTIES SHALL, WITHIN 10 DAYS AFTER SERVICE OF THIS AT-ISSUE MEMORANDUM, SERVE AND FILE A COUNTER AT-ISSUE MEMORANDUM.

PROOF OF SERVICE BY MAIL

I am over the age of 18, a United States citizen employed or residing in the county where the mailing occurred, and not a party to the action. I served a copy of the foregoing by placing a true copy, enclosed in a sealed envelope with postage prepaid, in the United States mail as follows:

Date of deposit:

Place of deposit (County):

Addressed as shown in item 5, excluding item 5a ☐

My ☐ residence ☐ business address is:

I declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed on (date) \_\_\_\_\_, at \_\_\_\_\_, California.

\_\_\_\_\_

\_\_\_\_\_

Clerk 35 (Rev 6/01)

Type or print name

Signature

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